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# **AGARD**

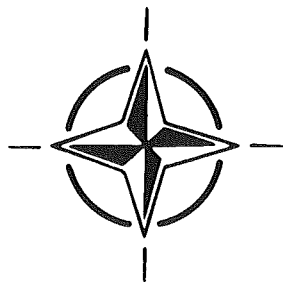
**ADVISORY GROUP FOR AEROSPACE RESEARCH & DEVELOPMENT**

**7 RUE ANCELLE 92200 NEUILLY SUR SEINE FRANCE**

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## **Instructions for Authors and Editors of AGARD Publications**

**March 1991**



**NORTH ATLANTIC TREATY ORGANIZATION**

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# Instructions for Authors and Editors of AGARD Publications

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Scientific Publications Executive

AGARD/NATO

7 rue Ancelle

92200 Neuilly-sur-Seine

France

## 1. SUMMARY

This leaflet contains instructions to authors or editors who are preparing manuscripts for publication by AGARD. Section 3 relates to complete publications, and Section 4 to individual papers. Section 5 has instructions for sending the manuscript to AGARD.

## 2. PREFACE

You have agreed to prepare a publication, or part of one, for AGARD, and we are very grateful to you. These instructions have been prepared to help you do so in accordance with AGARD's standards. Please read them carefully and ensure that you comply with them.

If you will be preparing the final copy yourself, you should also read the companion leaflet, 'Preparing Camera-Ready Copy for AGARD Publications', which gives detailed instructions about the format, type faces, illustrations, etc. However, if someone else will be preparing the final copy, please give them that leaflet and ask them to follow it. You should note that AGARD has decided, in common with other bodies such as the American Institute of Aeronautics and Astronautics (AIAA), to use a two-column layout, because the shorter lines make it easier to read.

The official languages of NATO are English and French and we can accept contributions only if they are in one (or both) of these two languages.

## 3. A COMPLETE PUBLICATION

*If you are the author or editor of a complete publication, you should study this section with care, as well as the rest of this leaflet.*

*If you are preparing a single paper, for inclusion in a Conference Proceedings, Lecture Series or other multi-author publication, you need not read this section and may now turn to Section 4.*

### 3.1 General

Every AGARD publication has a cover, a title page, a statement of the Mission of AGARD and (usually) information about the Panel that commissioned it. This standard material is prepared by AGARD and you need not concern yourself with it.

You should, however, provide the following at the time of submission of the manuscript:

A Preface

A Contents List

An Abstract

and possibly:

A Foreword

Subject matter keywords

These items are each discussed below. They will be typeset by the Printer in AGARD's standard style, so they only need to be typed or printed on standard A4 (or 8½ by 11) paper.

### 3.2 The Preface

This should summarise briefly the background to the publication, its scope and the intended audience, and should draw any important conclusions to the reader's notice. It should make the reader want to read the full publication, but it should not be so comprehensive that he does not need to. It should generally not be longer than 500 words. It will appear in both English and French in the final publication but the translation will normally be arranged by AGARD. As this may take some time, the preface should be sent to AGARD in advance of the body of the publication if possible.

### 3.3 The Contents List

This should include the preface, the foreword (if any), each chapter or section (with their authors' names) and any annexes, all with their page or section numbers. (Page numbering is discussed in Section 4.)

### 3.4 The Abstract

This should describe briefly and succinctly the nature of the work and should conclude with a statement identifying the sponsoring Panel (or Panels), such as, "This AGARDograph was sponsored by the Aerospace Medical Panel". If you do not provide subject matter keywords (see below), the abstract will be used as the basis for them, so it should be as comprehensive as possible, although it should generally not be longer than 250 words.

### 3.5 The Foreword

A foreword is not always required. If it is, it will often be written by someone other than the author, e.g. the Panel Chairman or the Chairman of the Publications Committee. It will usually describe in more detail the reasons for the work, other related work, and future publications planned in the same field. It should also acknowledge those who took part in the work.

### 3.6 Subject Matter Keywords

These are needed for the Report Documentation Page and the abstract cards that appear at the end of all AGARD publications. They will be used by people searching information databanks for publications on a given topic. They should cover the main aspects of the publication but should not be too specific in nature. In general, there should be between 8 and 12 keywords. If you do not provide them, they will be supplied by a scientific information centre on the basis of the abstract alone, and so may not reflect the true scope of your publication.

# Preparing Camera-Ready Copy for AGARD Publications

G.W.Hart  
Scientific Publications Executive  
AGARD/NATO  
7 rue Ancelle  
92200 Neuilly-sur-Seine  
France

## 1. SUMMARY

This leaflet contains instructions for preparing an AGARD publication, or a contribution to one, in camera-ready form. A companion leaflet, "Instructions for Authors and Editors of AGARD Publications", gives detailed instructions about the contents of AGARD publications or papers, and instructions for sending them to AGARD.

## 2. INTRODUCTION

Most AGARD publications are produced from 'camera-ready' copy. This means that the Printers will photograph the material we send them. It will not be typeset, the illustrations will not be re-drawn, and errors will not be corrected.

*The final product will be exactly what you give us.*

Although the Printers' work is very good, they cannot improve on what they are sent. So:

- your copy must be clear
- original illustrations should be provided.

## 3. GENERAL INSTRUCTIONS

*Print in two columns* (except for the title and author(s) name(s)). The aim is to produce pages that are similar in style to this leaflet and have as many words on the page.

*Use single line spacing* (commonly 6 lines to the inch). Leave a single blank line between paragraphs and do not indent the first lines of paragraphs.

*Do not right-justify*, unless you are using proportional spacing, but leave a ragged right edge. With fixed width letters, as on most computer printers and typewriters, right justification gives different sizes of gaps between the words, which makes reading a 'start and stop' process.

*Do not erase to make corrections.* Acceptable methods are an erasing type-writer, white-out such as Tippex, and correcting tape.

*Do not use 'magic' tape* to stick text or artwork, unless you can completely avoid putting it over the image. It is better to use good quality glue, preferably cow gum or glue sticks. Never try to paste individual words in place. Correcting a whole paragraph and pasting it over the incorrect one takes less time and gives a much better result.

*Use proportional spacing*, if your software applies it to complete paragraphs at a time, because it makes reading much easier and saves space.

*Include page numbers* (and classification markings, if required), where shown on the AGARD layout paper supplied to you. You may insert them by hand, since the

Printer will re-set them in AGARD's standard style. Page numbers should be in the form, 7-1, 7-2, 7-3, ... (for paper No. 7 in a Conference Proceedings).

## 4. PRINTING FORMATS

### 4.1 Introduction

AGARD supplies camera-ready copy to the Printer, so that typesetting and proof-reading is not necessary and delays and costs are reduced to a minimum.

A finished AGARD page is printed in two columns on A4 paper (the size of this page), which is slightly longer and narrower than North American 8½ x 11 paper.

Copy may be prepared in any of the following ways:

- a. on AGARD layout paper, for reduction by the Printer
- b. on A4 or 8½ x 11 paper, ready for printing at approximately the same size
- c. on diskette (for complete publications only)

Each is described below.

### 4.2 Using AGARD Layout Paper

You have been sent a number of sheets of layout paper which should be used for the submission of your manuscript. Typing or printing directly onto the sheets gives the best results, but if you are unable to do so, you may paste your copy onto them. To help you paste it correctly, the layout paper contains a faint grid, which will not appear when the paper is printed. The final product will be reduced by 25% in size, so your originals must be clear.

The back page of this leaflet is an example of one prepared in this form using laser printer output pasted on AGARD layout paper.

*If you type*, you should use a large type-face at 10 characters to the inch, with a new carbon ribbon, and type in single-spacing. Do not type outside the blue print area on the layout paper.

*If you use a computer printer* it must be 'Letter Quality'. Laser printers are preferred, but daisy-wheel and 24 pin dot matrix printers also give acceptable copy. Print at 10 characters to the inch and 6 lines to the inch. These are the default settings on most printers. They are roughly equivalent to 4 characters per cm and 24 lines in 10 cm, respectively.

*Please fill the whole print area.* To do so, you need two columns, each 43 characters wide and 80 lines long, and separated by a 3-character gap. Page numbers and classification markings are printed outside this area, where indicated on the layout paper.

The page numbers can be inserted by hand and the classification markings, if any, by hand or by rubber stamp, since they will all be set in AGARD's standard style by the Printer.

**Never photocopy print-out to make it fit the layout paper.** This reduces the quality significantly and is totally unnecessary because AGARD's Printers can reduce (or enlarge) it, as required for each individual item.

#### 4.3 Printing on A4 or 8½ × 11 Paper

This option is of use only if you have a laser or other 'letter-quality' printer (not a nine dot matrix printer) that will produce legible print at a reduced size. In this case, you should print onto plain white paper (or paste print-out onto it if desired). You may use either a desk-top publishing system or a suitable word-processing package. You have been sent one sheet of layout paper at this size to show you the printing area, and this leaflet is set in the style described.

##### 4.3.1 Using a desk-top publishing system

The specification is:

Two columns, each 19 picas wide (about 80 mm or 3¼ in) by 66 lines of 9 point on 11 point justified type with a 1½ pica gutter (about 6.3 mm or ¼ in) between. The two columns are centred on the overall width — 210 mm (8¼ in) — giving left and right margins of 21.7 mm (⅞ in).

The text starts six lines down from the head of the page. The first lines of paragraphs are not indented, but an additional half-line space is left between paragraphs.

The preferred type faces are:

headings:	<b>Times bold</b>
body of text:	Times medium
emphasis in text:	<i>Times medium italic</i>
figure captions:	} Helvetica
table headings:	

Others are of course acceptable, if these are not available.

Headings within the text are set at three levels, each with one clear line above and no additional space below:

- a. **BOLD CAPS** (9 point)
- b. **Bold upper and lower case** (9 point)
- c. *Medium italics* (9 point)

Fuller details can be supplied upon request to AGARD.

##### 4.3.2 Using a word-processing system

The specification is:

Two columns of unjustified print, each at least 43 characters wide and not more than 80 lines long, with a 3-character gap between them.

The preferred spacing is 13.3 characters per inch at 8 lines per inch, which gives an area 6.7" (170 mm) wide and 10" (255 mm) deep.

If you can match this specification, the copy will be printed at the same size. Any printout that has appropriately-sized characters that are not distorted may be used.

If your printer is unable to print at this size, it may have

another suitable combination of character sizes that will fit A4 or 8½ × 11 paper, such as:

12 characters per inch	7.2 lines per inch
15 characters per inch	9 lines per inch

(the last one will be enlarged by AGARD's Printer to print the finished document, so the print must be very clear. **Never photocopy print-out to make it the correct size;** always send the original to AGARD).

The basic rule is that if there are *n* characters to the inch, you should have 0.6 × *n* lines to the inch.

Note that in each case the length of the printed area should be about 1½ times its overall width.

If you have a true proportional spacing facility (that is one that applies it to complete paragraphs and not just single lines), do use it, because it makes the text much easier to read.

Page numbers and classification markings are both outside the printed area. They should be inserted by hand at approximately the correct positions, as shown on the layout paper, and the Printer will set them in AGARD's standard style.

#### 4.4 Supplying Diskettes

**This option is permitted only for contributions exceeding 100 pages of text.** Although the Printers can cope with nearly any combination of hardware, operating system and word-processing package, there is a significant cost in setting up the necessary conversion software and dealing with problems such as special characters, line and paragraph endings and indentations. If you wish to supply a diskette, consult AGARD first, who may ask you to talk to the Printers to agree standards. Note that tables, equations and formulae should be printed out and supplied separately to the Printers. It is very difficult for them to handle computer representations of these items.

It is essential to be consistent when preparing material for this option. Paragraph endings should be used only to mark paragraph ends; and all indentations should be produced either by tabbing or by spacing. Never mix the two, since this causes many problems for the printers, increases costs, and delays publication.

You must also supply a print-out of the text so that the Printers know that nothing has been lost in the various stages of conversion. The print-out must be identical to the contents of the disc and not an earlier version. Illustrations must of course be supplied separately — see the next section.

## 5. PRINTING NON-TEXTUAL MATERIAL

### 5.1 Introduction

Non-textual material includes tables, line-drawings, graphs, half-tones (usually photographs), and equations or mathematical or chemical formulae that cannot be typed or printed. It is called 'artwork' in the rest of this section.

### 5.2 Preparation

*Line artwork* should be prepared in black on white paper. Pencil should not be used, and black ink is preferable to ballpoint. Make sure that all lines are clear and sharp, that characters such as 'o' have not filled up, and that any detail or lettering will be legible after reduction. A recommended minimum height for lettering that is to be reduced by 25% is 2.5 mm (about 3/32"), slightly more than the height of the

capital letters in this leaflet. You should also avoid unnecessarily large artwork.

*Photographs* should be used only if they are essential, since they add considerably to the cost. Frequently a simple line drawing conveys more information than even a good photograph; and a bad photograph is useless. Always supply originals of photographs, never photocopies.

Photographs are very easily marked, so do not use paper clips to attach labels or captions to them, and do not write on their backs, except with a fibre pen. It is best to write on a small adhesive label and then stick it on the back.

*Colour photographs* should be supplied only if black and white ones are not available. Colour does not reproduce as well as black and white; and AGARD will print in colour only in exceptional circumstances.

*Graphs* require particular care to ensure that they are meaningful to the reader. This is particularly true when they are produced by computer, since the annotation of axes and other identification is often very much abbreviated. Do make sure that graphs are clear. Those printed by a computer are often very faint.

*Coloured line drawings*, e.g. where colour is used for different lines on a graph, will generally be reproduced in black and white only. It may then be impossible to identify the different lines, so you should use some other system of identification. In any case, never refer to the colours in the text.

If you believe that colour is essential to an understanding of an illustration, you must state this when sending the paper to AGARD and supply a justification. The use of colour has to be approved by the Director of AGARD.

*Captions* must be supplied for all artwork. The Printer will set them for you if you are unable to type them in the appropriate places.

*Mathematical or chemical formulae or equations* should be typed or printed whenever possible. If not, they should be written in by hand by a capable draftsman, very clearly and in black ink. Number all formulae and equations, e.g. (1), (2), (3), etc, so that they can be referred to in the text. Take great care that there is no possibility of confusion between similar-looking letters or figures. Very detailed mathematics should preferably be kept to an annex.

*Check carefully* that all figures are referred to correctly in the text and that all the figures referred to in the text are present.

***Remember always that all reproduction, no matter how good, reduces the quality of the material being reproduced. If you want your illustrations to look good, you must supply good quality originals.***

### 5.3 Positioning Artwork

Whenever possible, artwork should be included in the body of the text, since it makes the paper much easier to read. This is particularly important for a complete publication or a lengthy section or chapter. For a Conference paper, it is of less importance, but is still desirable.

When included in the text, it may spread over one column only or over the full width of the paper. Full width illustrations must not have text above and below them, because this makes it difficult for readers to know what is the correct order of the text on the page. Several illustrations may of course be arranged to form one complete page.

Any artwork that is necessarily wider than the page and so has to be placed sideways should be mounted with its right hand edge at the top of the page, so that you turn the page clockwise to read it.

Artwork may be pasted onto the layout sheets or the print-out if it is of the correct size. Take great care in doing so to ensure that it is correctly aligned — using the printed grid when pasting onto a layout sheet — and that it will be clear to which figure each caption refers when it is printed and the edges of the separate figures do not show. If you use 'magic' tape, it must not cover any of the image because this tape leaves a faint mark after printing.

If not of the correct size, individual illustrations of all kinds can be reduced or enlarged by the AGARD Printers, as necessary. In this case, make sure you leave spaces of the correct shape and size in the text. You may either type the captions in the appropriate places or leave them for the printer to insert (but you must give him clear instructions).

If artwork is to follow the text and is not of the correct size to be pasted onto pages, set the captions to the illustrations all together on one sheet of paper. The AGARD Printer will position the captions under the appropriate figures.

Always make sure that you have clearly identified any artwork to be positioned by the Printer, and that the identification cannot be detached easily. Perhaps the best way is to send marked-up photocopies with the artwork.

# Example of a page prepared by word processor and pasted onto camera-ready paper

## PRESSURE MEASUREMENTS ON SLENDER BODIES AT SUPERSONIC SPEEDS AND DEVELOPMENT OF FLOW SEPARATION CRITERIA FOR EULER CODES

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Royal Aerospace Establishment  
Bedford MK41 6AE, UK

### SUMMARY

Surface pressure measurements on a cylindrical body with a tangent-ogive nose are described. The Mach number range is 0.7 to 4.5 with incidence angles up to  $26^\circ$ . The high density of the measurements has allowed surface pressure contours to be constructed and detailed flow features can be observed. The measurements have suggested the use of a 2-element approximation to represent the line along which flow separation occurs. Calculations have been made using a space-marching Euler code (ZEUSB) both with and without forcing flow separation. Comparisons with experimental data are presented which show that forcing flow separation significantly improves both the surface pressure and force predictions. Conclusions are drawn regarding the use of a 2-element separation line representation within Euler codes.

### LIST OF SYMBOLS

$C_l$	total rolling moment coefficient
$C_n$	total normal force coefficient
$C_{np}$	control panel normal force coefficient (ie normal to panel surface)
$C_p$	pressure coefficient, ie $(p - p_\infty)/q$
$C_{pmin}$	minimum value of $C_p$ (see Fig 7)
$C_{pvac}$	pressure coefficient when $p = 0$
$D$	maximum body diameter (1 calibre)
$M$	freestream Mach number
$p$	surface pressure
$p_\infty$	freestream static pressure
$q$	dynamic pressure
$Re$	freestream Reynolds number
$x$	distance from nose along body axis
$x_a$	distance from nose to upstream row of pressure taps
$x_b$	distance from nose to downstream row of pressure taps
$x_{cp}$	value of $x$ for longitudinal centre of pressure position
$x_n$	length of cylindrical extension piece
$\theta$	total angle of incidence (degrees)
$\lambda$	body roll angle
$\phi$	angular position on body surface relative to windward generator (positive anticlockwise)
$\phi_m$	value of $\phi$ at $C_{pmin}$
$\phi_{mc}$	value of $\phi_m$ for an infinite cylinder

### 1 INTRODUCTION

Traditionally, the aerodynamic loads on a missile shape have been obtained from

wind-tunnel tests and semi-empirical prediction methods. The combination of falling computer costs and the inability of semi-empirical methods to handle some new configurations has led to Computational Fluid Dynamic (CFD) methods being applied to missiles. For conventional shapes CFD methods are more expensive to run than semi-empirical methods but they can provide more accurate predictions and additionally supply flowfield information.

The Royal Aerospace Establishment (RAE) has conducted a series of tests to produce a data-base of experimental forces and moments on a variety of body, body-wing, and body-control configurations at Mach numbers from 2.5 to 4.5 (Ref 1) in order to support enhancements of semi-empirical methods. These data have also been used to carry out a limited assessment of CFD methods, but measurements of surface pressures and/or flowfield data are required for more thorough validation of such methods.

A short experiment has shown that reliable pressure measurements can be obtained at high Mach number using existing models and equipment (Ref 2). Consequently a longer and more comprehensive series of tests has been planned. Fig 1 illustrates the three phases of pressure measurements currently being performed at Mach numbers from 0.7 to 4.5. The models have a very high density of pressure taps, the limit being set by space within the various model components rather than by the number of pressures that can be connected to the pressure switches at any one time. All new model components are compatible with model parts used in the data-base tests, thereby allowing for possible future extensions to the planned programme.

In addition, surveys of the external flow using pitot and yawmeter probes are under way, initially on the plain cylindrical body. It is hoped that such studies will be continued for some of the body/wing/control combinations.

Most current CFD methods applied to missiles are based on the Euler equations. Unfortunately the Euler solution for the flow on the leeside of a missile body at incidences higher than about  $6^\circ$  is not realistic, with flow separation and the resulting body vortices not being correctly modelled. Navier-Stokes methods with appropriate turbulence models will provide realistic predictions but with a heavy cost in computing resources on current machines. Until there are further major increases in computer speed and memory, Euler methods which incorporate an empirical separation model could be more attractive.

#### 4. AN INDIVIDUAL PAPER (or the text of a complete publication)

All papers must contain the items marked with an asterisk; the others are optional.

- \*Page numbers
- \*Title
- \*Author(s) name(s) and address
- \*Summary
  - List of symbols
- \*Text
  - References
  - Illustrations
  - Acknowledgements
  - Annexes
  - Classification markings

Each is discussed below.

##### 4.1 Page Numbers

Authors of papers in Conference Proceedings, Lecture Series and other multi-author publications will be told by the AGARD Executive what number their paper, chapter or section will be, for example '7'. Pages must then be given that number followed by a dash and the sequential page number, for example 7-1, 7-2, 7-3, ...

Pages in single author publications will be numbered in sequence from 1, without section or chapter numbers. Pages in annexes will be numbered A-1, A-2, A-3, ... B-1, B-2, B-3, ... etc.

Please ensure that all pages are numbered correctly, to enable us to check that none are missing and that they are in the correct order.

##### 4.2 The Title

Make this as short as possible, please. It should be centred at the top of the first page, across both columns. Individual papers must not have a separate title page. If you put one in, it will be removed.

##### 4.3 The Author's Name

This should be centred, starting two lines below the title. If there is more than one author, their names may be in any order. The *full postal address*, including post code, zip code, etc, and the country, must be given for at least the first-named author. This is to enable people who wish to get in touch with the author(s) to do so without asking AGARD. The address or addresses must also be centred. The heading to this paper shows how the title and author's name should be presented.

##### 4.4 The Summary

The text must start with a summary, which should not exceed 250 words. When submitted to AGARD, the summary and all the following text should be in a two-column format, as described in the accompanying leaflet.

##### 4.5 A List of Symbols

This is essential if a paper or publication has more than a few chemical, mathematical or other symbols or special notations. It should follow the summary and precede the body of the text. If there is no such list, any symbols or notations must be explained the first time they are used.

##### 4.6 The Text

This will of course contain the background to the paper, the descriptive material and any conclusions or recommendations. Although AGARD does not specify a

maximum length for contributions, 12 pages when printed, including illustrations, is a typical length for a Conference paper. Papers for Lecture Series may be somewhat longer, up to about 25 pages. For other types of publication, the AGARD Executive will give the necessary guidance. Note that a typical AGARD page without illustrations, prepared according to the instructions in the accompanying leaflet, will contain about 1000 words.

The text should be divided into numbered sections, each with a heading to help the reader follow the structure of the paper. Paragraphs may be numbered or not, as you prefer. Main headings should be in capital letters, underlined or in bold type; secondary headings should be in upper and lower case letters, also underlined or in bold.

##### 4.7 References

References must be given to any work that is quoted, or of which the results are used. They are to be numbered consecutively throughout the paper and listed in numerical order at the end. They must give enough information to enable readers to identify the source unambiguously. Examples are:

###### *Conference Proceedings*

1. Adolph, C.E., "Minimizing Developing Flight Test Time and Cost in the US Air Force", in "Flight Vehicle Development Time and Cost Reduction", AGARD CP 424, September 1987, Paper 19.

###### *Periodical Articles*

2. Ericsson, L.E., "The Fluid Mechanics of Slender Wing Rock", *J. Aircraft*, 21, 5, May 1984, pp 320-328.

###### *Books*

3. Ziman, J., "Knowing Everything about Nothing: Specialisation and Change in Scientific Careers", Cambridge, UK, Cambridge University Press, 1987 (ISBN 0 521 32385 1), pp 30-38.

###### *Reports*

4. Dillenius, M.F.E. and Kierstead, M.M., "Panel Methods Applied to Supersonic Inlets Alone", NASA CR 3979, May 1986.

##### 4.8 Illustrations

It is highly desirable to include illustrations as they add considerably to the readability and value of most papers. For Conference papers, they may all be at the end of the paper, but for longer papers or complete publications they should be included in the text as close as possible to the page on which they are first referenced. It is much more difficult to read a lengthy paper when the illustrations are all at the end (and this is even more true when you are using a microfiche reader). Details of the requirements for illustrations are given in the companion leaflet, but the following points should be noted.

*The illustrations must be clear.* Whenever possible, please provide an original. The printing process involves three stages of reproduction (filming, plate making, printing), each of which reduces the clarity a little. Thus, to ensure a good finished product, the original illustrations must be excellent. *Never send photocopies of photographs.*

*The characters must be large.* In general, the printed characters are only  $\frac{3}{4}$  the height of the originals. Thus if you start with text of this size:

Standard 9 point text

You finish with this size:

Standard 9 point text

*Photographs should be used only where absolutely necessary.* They are very expensive to reproduce. If you must use photographs, please supply black and white ones if possible, since they give a better reproduction than colour ones. Colour photographs will be reproduced in colour only in very rare circumstances where the colour is *essential* to the understanding of the illustration. Prior approval has to be given by the Director of AGARD.

#### **4.9 Acknowledgements**

Where they are appropriate, acknowledgements should come at the end of the text, immediately before the references.

#### **4.10 Annexes**

Any annexes come last of all. They should be named A, B, ... and the pages numbered accordingly.

#### **4.11 Classification Markings**

Classification markings are needed only if the contribution has not been approved for unlimited distribution. AGARD's practice is for them to be the same throughout a section or conference paper, ie they reflect the highest level of classification in the contribution. The approved Classifications are:

NATO UNCLASSIFIED    NATO RESTRICTED  
NATO CONFIDENTIAL    NATO SECRET

Note that NATO UNCLASSIFIED is appropriate if the contribution is unclassified but has limitations on distribution. With this marking it will generally be available

only to Defence or Government organisations in the NATO countries. If the contribution is freely available (usually called UNLIMITED or UNCLASSIFIED/UNLIMITED) it should not have any marking.

#### **5. SENDING THE MANUSCRIPT TO AGARD**

Before sending your manuscript to AGARD, make a photocopy, just in case it gets lost on the way. It has happened!

Pack your manuscript carefully, if possible in the same cardboard cover the layout paper came in, and send it by registered post, if unclassified. If it is classified, however, it must be sent through the official security channels.

The normal addresses to use for unclassified contributions are given below, but AGARD may notify you of a different one in special circumstances.

If you are in Europe:

Executive, XXX  
AGARD/OTAN  
7 rue Ancelle  
92200 Neuilly-sur-Seine  
France

If you are in North America:

AGARD/NATO  
Attention XXX  
APO New York 09777

(XXX is the three-letter abbreviation of the Panel's name, e.g. AMP, AVP, ..., or PPD for the Plans and Programmes Division. Please do not include any individual's name in the address)

***Under no circumstances may manuscripts be sent directly to the Printer without the authority of AGARD Headquarters.***